

OK-AIR Board Meeting 06.04.2020

Attendees: Jenn Ivie, Patrick Kubier, Diane Fitzsimmons, Julie Sawyer, Justin Porterfield, Susannah Livingood, Tiffany Bryant

**OK-AIR Google Account - [okair2018@gmail.com](mailto:okair2018@gmail.com), IRRocks!**

## Agenda

- Welcome to new members
  - Tiffany Bryant (UCO)
  - Kirstin Krug (SNU)
  - Patrick Kubier (UCO) - Webmaster
- OK-AIR March Meeting Minutes review - Diane Fitzsimmons
- OK-AIR Budget review - Susannah Livingood
  - Outstanding registration fees for conference
- OK-AIR Conference feedback - Jenn Ivie
- Board Member positions discussion
- Website updates and changes needed
- Other topics?
- Scheduling next meeting

Jenn Ivie called the meeting to order at 9:12 a.m. and welcomed the new board members.

Tiffany Bryant and Patrick Kubier are research analysts at the University of Central Oklahoma.

Diane Fitzsimmons presented the minutes from the March 6 OK-AIR conference. They will be considered for correction and approval at the next OK-AIR business meeting.

Susannah Livingood gave a presentation on the budget. The costs of the conference at UCO have been paid. Because tax-exempt paperwork was not available at the time, OK-AIR was charged taxes on the bill. Also, Susannah is still working on collecting payment for attending the conference. The covid-19 pandemic has interfered with accessing records and billing, so the payments seem to be delayed. The board discussed how to proceed with this matter.

Susannah thinks we should clarify the registration materials to emphasize that payment is still due even if the attendee does not attend unless cancellation is made by a certain date. This is because food is ordered for the registrant. Susannah suggested we write a refund policy in relation to registration for the annual business meeting/conference.

Susannah asked for direction from the board on how to proceed with seeking payments because several registrants did not attend.

Such a policy might include (1) requiring attendees to cancel registration by a certain date in order to receive a refund and (2) allowing a registrant who does not attend to appeal the policy if an emergency arises that prevents attending.

The board also discussed changing the registration policy to require payment in advance.

Elements suggested for consideration for the policy:

- Date by which the registration must be cancelled with a full refund.
- Date by which the registration must be cancelled with a prorated refund.
- Permanent placement of the policy on the website in order to provide transparency.
- Date after which no registration is allowed.
- Policy may need to be changed each year to accommodate vendors, host site, etc.
- Language to be incorporated in the registration form that states approximately “I understand that registration for the conference requires me to pay the attendance fee.”  
Susannah volunteered to draft the statement.

The board discussed how a payment policy may be difficult to enforce without a policy clearly posted. Also, Jenn said that previous board members have stated non-payment has been a problem in the past.

Susannah also said she would check to see if another online payment method would be better than Square, the current one used, in order to encourage online payment.

Julie recommended increasing the registration fee rather than say an additional fee would be charged for a credit-card fee because that would discourage online payments by credit card.

The board also discussed the tradition of not charging presenters prior to a couple of years ago. The presenters have been charged a partial fee for the last couple of years. Most board members favored continuing to charge the partial fee.

Julie also suggested limiting the number of presenters but allowing as many authors as desired.

The partial fee for presenters would be allowed only for the actual presenters, not the authors.

Higher education budget concerns may impact travel funding. Julie pointed out that presenters may not be able to get travel funding unless listed as a presenter.

Therefore, the board agreed that the number of presenters would not be limited but that the discount registration fee would be given only to the first two presenters listed in the application.

Susannah will continue to seek payment for those who attended the conference but have not paid. She also said that some payments may be at her institution (the University of Oklahoma) because of access disruption due to the covid-19 pandemic.

Susannah asked for direction on whether to continue to seek payment from those who registered but did not attend.

Diane moved to not seek payment from those who registered but did not attend. Julie seconded the motion.

Susannah asked what to do about attendees who cannot pay because their institutions will not pay. She said she is trying to anticipate different questions she may be asked about payment.

Julie offered to pay for the first two who inquired about such. Diane noted that she paid for her registration personally, so that option is also available. Susannah said that, in this hypothetical situation, the attendees had registered with the expectation that their institution would pay for the fee.

Jenn suggested a possible compromise would be to ask such persons to pay \$25 instead because that will cover the cost of the food.

The vote was unanimous in favor of the motion.

Consideration of the refund policy will be placed on the agenda after the policy is drafted.

Jenn said results from the conference evaluations are pending. The greatest complaint after the previous conference was the lack of hot, caffeinated beverages in the afternoon. That was corrected for the most recent conference.

Jenn is moving to a full-time faculty member and asked for input as to whether a new OK-AIR board president should be selected. The board discussed that board members have worked to widen the scope of OK-AIR members and that a president from another professional area would encourage that widened scope.

The board also discussed creating a conference organizer but noted that all members are busy at work and may not be able to take on that extra duty. However, some of the changes discussed may require changes to the by-laws. Jenn offered to provide a review of the by-laws to ensure all current policies are being followed and in order to consider possible changes.

Susannah also suggested creating a membership coordinator position and a president-elect position. Julie said she is a member of professional groups that have a president-elect position that also serves as program chair.

Jenn said such a position could be a three-year term, serving in this order: president-elect/program chair, president, and past president. Susannah noted that last position could provide support and historical context for the new president.

Susannah suggested appointing people to those positions even while by-law changes are being drafted and considered.

The board discussed the membership coordinator position in more detail. Susannah said that membership seems to be limited to attending the conference and that OK-AIR may want to encourage more membership involvement.

The board also discussed moderating the list-serv and the settings on the list-serv.

Jenn asked board members to consider what duties might be needed for the membership coordinator or any other positions. More discussion on this issue will occur at the next board meeting.

Jenn asked for input on the conference page of the OK-AIR website. Susannah said several attendees requested images from the conference be added. The board discussed adding the actual PowerPoint presentations from the conference to the website, including requiring membership attendance or conference attendance in order to access those presentations.

Jenn noted that the PowerPoint presentations could possibly be added to the OK-AIR Google account drive for password-protected access.

Jenn listed other changes and additions to be made to the website, including expanding by-laws to include policies and adding agendas, minutes, and treasurer's reports. The board discussed researching possible legal requirements for posting such documents as specified by the documents of incorporation.

Jenn said the update website will be turned over to Patrick, the new webmaster.

Jenn asked if any board members had any new business.

Tiffany asked if a date was under consideration for the next conference.

Formerly, two conferences were held per year, but scheduling only a spring conference has been the better choice the last two years. The board agreed not to hold a conference in Fall 2020 and to agree tentatively to schedule one in Spring 2021. A virtual conference may be considered.

The next board meeting will be 8:30 a.m. Thursday, September 24. Agenda items will include discussion of the by-laws (Jenn), website updates (Patrick), reports of the minutes (Diane) and

finances (Susannah), the spring conference, board positions/roles, membership expansion, and conference policies regarding cancellation/registration.

Julie moved to adjourn the meeting. Justin seconded the motion. The meeting was adjourned at 10:34 a.m.